

Message

From: Dourson, Michael [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BB29BF491D9A4C3AB569022BCD205A0A-DOURSON, MI]
Sent: 11/13/2017 11:49:12 PM
To: Keller, Kaitlin [keller.kaitlin@epa.gov]; Bertrand, Charlotte [Bertrand.Charlotte@epa.gov]; Beck, Nancy [beck.nancy@epa.gov]
CC: Bolen, Derrick [bolen.derrick@epa.gov]
Subject: RE: BEAD lab Friday 11/17 logistics

Kaitlin

This is not a problem with me. I will be flying out of RR airport later that evening anyway.

Cheers!

Michael

From: Keller, Kaitlin
Sent: Monday, November 13, 2017 6:25 PM
To: Bertrand, Charlotte <Bertrand.Charlotte@epa.gov>; Beck, Nancy <Beck.Nancy@epa.gov>; Dourson, Michael <dourson.michael@epa.gov>
Cc: Bolen, Derrick <bolen.derrick@epa.gov>
Subject: BEAD lab Friday 11/17 logistics

Hello—BEAD is looking forward to your trip to the Fort Meade lab this Friday and is working out the agenda, but I first have a couple of questions on logistics for you, with a detailed breakdown below. In a nutshell, the question is can you plan to start and end your day at Potomac Yards on Friday?

- 1) **Would you be able to meet at 7:45am at Potomac Yards?** Unfortunately, the motor pool can't be scheduled that early, so you'd have to plan to start your day there via metro or parking (see #2). However, if you cannot, please let me know and we will work out another option.
 - a. Some explanatory details—The lab is about 30 miles away, and for cars to get onto the Fort Meade campus, drivers have to have a certain badge, (so motor pool is not an option). Wynne Miller and Anita Pease (BEAD Director and Deputy Director) have badges and will drive you in two cars. The tour will start at 9am, and traffic in and out of DC is a consideration to be mindful of.
- 2) **Would it be okay for you to go straight back to PY after the tour then call in to the 1pm problem formulation meeting from a conference room there?** Since most of the afternoon is at PY, I thought just heading back there would make sense, and that might make starting there easier as well if you'd like to drive.
 - a. The tour ends by 12pm, though again, traffic is always a factor on Fridays on the parkway, and you have a 1pm biweekly problem formulation meeting in WJC-E, followed by two meetings in PY--2-4:00pm on chlorpyrifos and 4-4:30pm on WPS. Charlotte-you probably know parking at PY better than me—but I believe you can still do daily parking in PY. There's also a slightly cheaper option just around the corner.
 - b. Note: There are some lunch options near PY, and I can book separate conference rooms for work space if anyone is not attending the 1pm problem formulation meeting.

Please let me know if this set up would work for you. We can also discuss this in the Weds. Morning huddle if that's easier.

Thanks,
Kaitlin

Kaitlin Keller, Special Assistant

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